



Martin O'Malley, *Governor*
Anthony G. Brown, *Lt. Governor*
Abigail Ross Hopper, Esq., *Director*

QUESTIONS AND ANSWERS # 1
Request for Proposals
CATEGORY III SMALL PROCUREMENT

Offshore Wind Operations & Maintenance Center of Excellence
Port Infrastructure Assessment
For the Maryland Energy Administration

April 25, 2014

Ladies/Gentlemen:

This List of Questions and Answers #1, questions #1 through #9, is being issued to clarify certain information contained in the above named RFP. The statements and interpretations of Contract requirements which are stated in the following questions of potential Offerors, are not binding on the State, unless the State expressly amends the RFP. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor asking the question as to what the contract does or does not require. However, if from a particular vendor question(s), it seems as if the vendor has misinterpreted RFP wording referenced in a question, the State's response typically will point out the misinterpretation as part of the answer to the question.

1. *"Are you able to confirm the timescales for the work? I.e. when is contract signing? Start of project? deadlines for the deliverables, and final report?"*

STATE RESPONSE:

An estimated timeline is as follows:

Proposal Submissions due 5/2

Review of proposals by 5/14

Kick off meeting and begin work by 5/19

Work to be completed by 6/30

2. *“We understand the price proposal requirement for a single billing rate, regardless of personnel used. However, we wish to know how reimbursable expenses are to be billed.”*

STATE RESPONSE:

Part IV –Price Proposal, C has been amended. See Addendum #1. The State will not provide reimbursement for any Contractor expenses such as travel, food, and other similar expenses. MEA shall only reimburse for hourly labor rates. The document is available on line:

<http://energy.maryland.gov/annandbids.html> and <https://emaryland.buyspeed.com/bsol>

3. *“Do companies need to register to do business in the State of Maryland?”*

STATE RESPONSE:

Yes. Before a business entity can do business in the State it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://www.dat.state.md.us/sdatweb/charter.html>

It is strongly recommended that any potential Offeror complete registration prior to the due date for receipt of Proposals. An Offeror’s failure to complete registration with SDAT may disqualify an otherwise successful Offeror from final consideration and recommendation for Contract award.

4. *“Do companies need to register with e-Maryland Marketplace, (eMM)?”*

STATE RESPONSE:

Yes. In order to receive a contract award, a vendor must be registered on eMM. Registration is free. Go to <https://emaryland.buyspeed.com/bsol/login.jsp>, click on “Register” to begin the process, and then follow the prompts.

eMM is an electronic commerce system administered by the Maryland Department of General Services. eMM is used by State agencies for transmitting the RFP and associated materials.

5. *“Would like to confirm that MEA is expecting to select a contractor under the Category III Small Procurement method with an expected price of \$25,000 or less.”*

STATE RESPONSE:

Yes, this is a category III Small Procurement (equal to or under \$25,000)

6. *“Will an extension of the proposal due date be considered?”*

STATE RESPONSE:

Not at this time.

7. *“Can you please provide the names and contacts for the RFP recipients?”*

STATE RESPONSE:

The State does not disclose vendor’s distribution lists. The solicitation was posted on MEA’s website as well as the e-Maryland Marketplace’s website where registered vendors have access to published State solicitations.

8. *“The RFP references evaluation of harbor infrastructure needed for personnel and tooling activities during the initial construction and deployment phase – what percentage of the study should be focused on these aspects?”*

STATE RESPONSE:

No more than 15%

9. *“Will the Maryland Energy Administration consider/allow more than one hourly rate for contractor assigned personnel?”*

STATE RESPONSE:

See response to question #2

Should you require clarification of the information provided, please contact me via e-mail or (410) 260-7752 as soon as possible.

Date Issued: April 25, 2014

By:

Maria Ulrich
Procurement Officer